

**SECRET**

Approved For Release 2002/06/10 : CIA-RDP61-00763A000100070118-7

DPD-1871-59  
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19 March 1959

**MEMORANDUM FOR:** Director of Administration - DPD-ED/P  
**FROM:** Personnel Officer  
**SUBJECT:** Overtime Compensation Policies

1. The proposed overtime policy is designed to keep overtime at a minimum. In the GS-10 and below category only those who are designated as trainees for professional positions are being excluded from receiving additional compensation. In the professional category GS-11 and above there are three categories that may qualify for overtime compensation or compensatory time off.

a. Production Positions - those positions that normally require a certain amount of overtime in order to accomplish their mission. The example given was a person working in GCI who works a normal week but, in addition, is required to prepare special reports that necessitate putting in overtime.

b. Those required to work seven (7) days a week. The example given here were the telephone men who work the normal week but have to work Saturdays and Sundays in order to make installations in areas where they are not permitted during the normal work week.

c. Those who are required to work more than 48 hours per week. According to the policy, professional people are expected, when necessary, to work 8 hours overtime without compensation; but, when approved by the Supervisor, they can be paid for time put in in excess of 48 hours.

2. Any of our people who are required to put in excessive overtime can be paid or given compensatory time in lieu of according to this proposed policy. We can designate those positions that normally require additional duty hours. In this category could be included the field detachment communications and security personnel plus such other positions that normally require excessive overtime.

3. Although the Supervisor's approval is accepted by the Office of the Comptroller as full authority for overtime payment, it remains the responsibility of the operating officials to see that the overtime policy is administered with consistency and equity.

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4. I can find no reason for not concurring in the proposed policies.

  
Personal Officer  
DFD-ED/P

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**Distribution**

1 - Addressee  
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